

**LAWRENCE COUNTY PERSONNEL
POLICY MANUAL**

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I. INTRODUCTION

A. This policy revokes and supercedes any previous policies.

B. This policy is required by law to include the following:

§ 39-16-504. Government record; destruction, tampering or fabrication.

1. It is unlawful for any person to:

- a. Knowingly make a false entry in, or false alteration of, a government record;
- b. Make, present, or use any record, document or thing with knowledge of its falsity and with intent that it will be taken as a genuine government record; or
- c. Intentionally and unlawfully destroy, conceal, remove or otherwise impair the verity, legibility or availability of a government record.

2. A violation of this section is a Class A misdemeanor.

C. Any oral or written statements to the contrary of what is stated in this Lawrence County Personnel Policy is not the official policy of Lawrence County and may not be relied upon by the employees of Lawrence County.

D. No policy, benefit or procedure contained herein creates an employment contract for any period of time. All employees except tenured teachers and tenured supervisors will be considered employees-at-will. Employees may be terminated for failure to satisfactorily perform their duties or simply at the will of the employer, but they shall not be terminated for a discriminatory or illegal purpose.

II. LEAVE POLICIES

A. Sick Leave

Board of Education employees: See Sick Leave Policy 5.302 in Appendix III which applies to all Board of Education employees.

(1) Earning and Accumulating Sick Days

a. Sick leave shall be considered a benefit and privilege and not a right. Full-time employees will receive full pay during incapacity caused by illness if sick leave is taken. Sick leave is earned at the rate of one day per month (12

days per year). There is no maximum accumulation of sick leave credits. Accumulated sick leave has no value except for the purpose granted, and in the event of retirement or separation, all unused sick leave shall be forfeited.

If an employee is in a paid status for one-half of the month or more, he or she will be credited with one day of sick leave for the month. Otherwise, the employee will not accrue any time for the month.

(2) General Sick Leave Rules and Procedures

a. **Use of Sick Leave** - An employee may use sick leave allowance for absence due to his or her own illness or injury or that of any immediate family member. For the purposes of sick leave, immediate family shall be defined as spouse, parent, children, and legal dependents.

b. **Documentation of Sick Leave** - Employees are required to notify the employer as early as possible on the first day of their sick leave absence. An employee who claims sick leave for two or more consecutive days (Friday and Monday are considered as consecutive days) is required to present a certification form from a physician before the employee is allowed to return to work. If an employee is absent for more than nine days during any three consecutive months the employer/department head may require a certification form from a physician. If the employer/department head feels that the employee is abusing the sick leave policy, a doctor's certification form may be requested.

Note: Emergency Medical Personnel who claim sick leave for more than six days per calendar year will be required to furnish a certification form from a physician stating that the employee has been incapacitated from work for the period of the absence, and that the employee is again physically able to perform his or her duties.

c. **Exhaustion of Sick Leave** - Employees who have used all of their accumulated sick leave will not receive financial compensation for additional days needed due to illness or injury. For any additional time needed, the employee will be considered on leave without pay status unless the employee has accumulated vacation time or comp time remaining. The employee may request that additional sick leave be credited against the remaining vacation or comp time.

B. Pregnancy Leave

Board of Education employees: See Maternity Leave Policy 5.311 in Appendix III which applies to all Board of Education employees.

Pregnancy, childbirth and related conditions will be treated the same as

any other temporary medical disability with regard to leave policies. Leave is available under the same terms and conditions as for other similar purposes.

Tennessee law requires that the following provisions be included in this Personnel Policy Manual. The provisions may or may not apply, depending on the circumstances.

T.C.A. 4-21-408. Maternity leave. (a) A female employee who has been employed by the same employer for at least twelve(12) consecutive months as a full-time employee, as determined by the employer at the job site or location, may be absent from such employment for a period not to exceed four(4) months for pregnancy, childbirth and nursing the infant, where applicable (such period to be hereinafter referred to as "maternity leave").

(b)(1) A female employee who gives at least three months' advance notice to her employer of her anticipated date of departure for maternity leave, her length of maternity leave and her intention to return to full-time employment after maternity leave, shall be restored to her previous or a similar position with the same status, pay, length of service credit and seniority, wherever applicable, as the date of her leave.

(2) A female employee who is prevented from giving three months' advance notice because of a medical emergency which necessitates that maternity leave begin earlier than anticipated, shall not forfeit her rights and benefits under this part solely because of her failure to give three months' advance notice.

(c)(1) Maternity leave may be with or without pay at the discretion of the employer. Maternity leave shall not affect the employee's right to receive vacation time, sick leave, bonuses, advancement, seniority, length of service credit, benefits, plans or programs for which she was eligible at the date of her leave, and any other benefits or rights of her employment incident to her employment position; provided that the employer need not provide for the cost of any benefits, plans or programs during the period of maternity leave unless such employer so provides for all employees on leave of absence.

(2) If an employee's job position is so unique that the employer cannot, after reasonable efforts, fill that position temporarily, then the employer shall not be liable under this part for failure to reinstate the employee at the end of her maternity leave period.

(3) The purpose of this section is to provide leave time to female employees for pregnancy, childbirth, and nursing the infant, where applicable; therefore, if an employer finds that the female employee has utilized the period of maternity to actively pursue other employment opportunities, or if the employer finds that the employee has worked part-time or full-time for another employer during the period of maternity

leave, then the employer shall not be liable under this section for failure to reinstate the employee at the end of maternity leave.

(4) Whenever the employer shall determine that the employee will not be reinstated at the end of her maternity leave because her position cannot be filled temporarily or because she has used maternity leave to pursue employment opportunities or to work for another employer, the employer shall so notify the employee.

(d) Nothing contained within the provisions of this section shall be construed to:

- (1) Affect any bargaining agreement or company policy which provides for greater or additional benefits than those required under this section;
- (2) Require any employer to provide maternity leave to male employees;
- (3) Apply to any employer who employs fewer than one hundred (100) full-time employees on a permanent basis at the job site or location; or
- (4) Diminish or restrict the rights of teachers to leave for maternity pursuant to title 49, chapter 5, part 7, or to return or reinstatement after leave.

C. Leave for Jury Duty and Court Attendance

Board of Education employees: See Court and Jury Duty Policy 5.313 in Appendix III which applies to all Board of Education employees.

The employer encourages all employees to fulfill their duty to serve as members of juries when called in both Federal and State courts. Therefore, the following procedures shall apply when an employee is called for jury duty or subpoenaed to court:

- (1) Upon receiving a summons to report for duty, the employee shall on the next day she/he is working, show the summons to his or her supervisor.
- (2) The employee will be granted a leave of absence when the employee is subpoenaed or directed by proper authority to appear in federal or state court as a witness or juror.
- (3) The employee will receive his or her regular compensation during time served on jury duty or when subpoenaed as a witness.
- (4) The employee may retain all compensation or fees received for serving as a juror or witness.
- (5) If the employee is relieved from jury duty during working hours after serving less than three hours, the employee must report back to the employer. If the employee is relieved from being a witness during working hours, the employee must report back to the employer.

- (6) The above provisions concerning compensation do not apply if the employee is involved as a plaintiff or defendant in private litigation. On these occasions the employee must take vacation leave, comp time or leave without pay.

D. Military Leave

- (1) Full-time employees who are members of any military reserve component will be granted military training leave for such time as they are in military training or active duty for periods not to exceed fifteen (15) working days per calendar year. This time may not be used for weekend drills. Such requested leave shall be supported with copies of the armed forces orders.
- (2) Full-time employees who are members of a military reserve unit who have completed their military training duty for the calendar year, and are reactivated for additional training, will be allowed an additional fifteen (15) days military leave if the additional military training:
 - a. Occurs during the same calendar year; and
 - b. Fulfills the employee's military obligation for the subsequent calendar year.
- (3) During such time that the employee is on military training leave, the employee will receive full pay and benefits to which he or she would otherwise be entitled.

E. Leave for On-the-Job-Injuries

The Lawrence County Government is exempt from the provisions of Tennessee Worker's Compensation Act. Lawrence County does, however, have an On-the-Job-Injury Policy that provides benefits for employees injured on their jobs. All employees sustaining an injury or illness during the course of his or her employment are required to report such injury or illness as soon as possible to their supervisor. The supervisor in turn will document the injury or illness and complete other required documentation. For further information, consult the Lawrence County On-the-Job-Injury Policy; **Board of Education employees: See Board of Education policy 3.602 in Appendix III.**

F. Vacation

Note to Board of Education employees: See Annual Leave and Holiday Policy 5.310 in Appendix III.

Employees of the Lawrence County Ambulance Service and the Lawrence County Highway Department: See Appendix I for vacation policies pertaining to your department.

- (1) Qualification for Vacation Time - Full-time employees (those who work more than 30 or more hours per week and 1560 hours per year) shall earn paid vacation at a rate provided in the schedule below.

Note: All part-time employees with regular work schedules, hired prior to January 1, 1994, shall receive vacation at a rate equal to the percentage of their regular schedule compared to that of a full-time employee.

Employees shall begin accruing vacation time as of the date of their employment. However, an employee is not eligible to use or receive compensation for vacation time until the employee has completed six months of continuous service at which time 6 days of vacation time will be available. Part-time employees do not qualify for vacation leave.

0-5 years of service	1 day per month
5-10 years of service	1 ¼ days per month
10-or more years of service	1 ½ days per month

- (2) Accumulation of Vacation Time - Vacation time may be accumulated and carried forward to the next year in an amount not to fifty (50%) of the time accumulated in that work year. Any time exceeding fifty (50%) of the time accumulated in that work year will be lost if not used prior to the end of the year in which it is earned.
- (3) Use of Vacation Time - Vacation time may be used only at times approved in advance by the employer. Vacation requests will be honored to the extent possible. If two or more employees request vacation for the same period of time, it will be the employer's decision if this will create a hardship upon the department. If it is determined that it is not possible for both employees to be on vacation at the same time, the request of the employee who first asked for vacation time will be honored. No employee may give or loan vacation time to another employee.

- (4) Termination of Employment - Upon the termination of an employee, he or she shall be entitled to payment for any unused vacation time which has accrued. Payment shall be based upon the daily rate of compensation the employee receives at the time of termination.

G. Bereavement Leave

Note to Board of Education employees: See Bereavement Leave Policy 5.312 in Appendix III which applies to Board of Education employees.

In the case of death within the employee's immediate family, the employee will be given three (3) working days paid leave which will not be charged to vacation leave. Immediate family shall be defined as spouse, parents, children, brothers or sisters, mother-in-law, father-in-law, grandparents, grandchildren of the employee and legal guardians or dependents.

H. Voting Leave

Any person entitled to vote in an election in this state may be absent from work to vote while the election polls are open for a period not to exceed three (3) hours. The employer may specify the time the employee may be absent. The employee will receive regular compensation during this period and leave time will not be affected. Voting time shall not be counted as working time for overtime computation. If the employee's work period begins 3 or more hours after the opening of the polls, or ends 3 or more hours before the closing of the polls, the employer does not have to allow time off from work.

I. Family and Medical Leave

Note to Board of Education employees: See Family and Medical Leave policy 5.305 in Appendix III which applies to Board of Education employees.

(1) Purpose

To provide a family and medical leave policy in compliance with the Family and Medical Leave Act of 1993.

(2) Guidelines

a. Definitions

- I. Eligible employees are those who have been employed for at least 12 months, who have provided at least 1,250 hours of service during the 12 months before leave is requested, and who work at worksite where at least 50 employees are on the payroll (either at that site or within a 75-mile radius).
- ii. Parent: mother or father of an employee, or an adult who had day to day responsibility for caring for the employee during his or her childhood years in place of the natural parents.
- iii. Son or Daughter/child: Biological, adopted, or foster child, a step child, legal ward, or child of a person standing in loco parentis, who are under the age of 18 years. Children who are 18 years or older qualify if she or he is incapable of self care because of mental or physical disability.
- iv. Serious Health Condition: An illness, injury, impairment, or mental or physical condition involving either inpatient care or continuing treatment by a health care provider. Examples of serious health care condition include but are not limited to heart attacks, heart conditions requiring heart bypass or valve operations, most cancers, back conditions requiring extensive therapy or surgical procedures, strokes, severe respiratory conditions, spinal injuries, severe arthritis, etc.

b. Leave Provisions

- i. An eligible employee may take up to 12 weeks of unpaid leave in a 12 month period for the birth of a child or for the placement of a child for adoption or foster care. Under the Tennessee Maternity Leave Act, a female employee may take an additional 4 weeks of unpaid leave if the 3 months advanced notice has been complied with. Leave may also be taken to care for a child, spouse, or parent who has a serious health condition.
- ii. Leave may be taken intermittently or on a reduced leave schedule when medically necessary for planned and/or unanticipated medical treatment of a related serious health condition by or under the supervision of a health care provider, or for recovery from treatment or recovery from a serious health condition. It may also be taken to provide care or psychological comfort to an immediate family member with a serious health condition.

Intermittent leave may be taken for a serious health condition which requires treatment by a health care provider periodically, rather than for one continuous period of time, and may include leave of periods from an hour or more to several weeks. Examples of intermittent leave would include leave taken on an occasional basis for medical appointments, or leave taken several days at a time spread over a period of six months, such as for chemotherapy. A pregnant employee may take leave intermittently for prenatal examinations or for her own condition, such as for periods of severe morning sickness. An example of an employee taking leave on a reduced leave schedule is an employee who is recovering from a serious health condition and is not strong enough to work a full-time schedule.

Intermittent or reduced schedule leave may be taken for absences where the employees or family member is incapacitated or unable to perform the essential functions of the position because of a chronic serious health condition even if he or she does not receive treatment by a health care provider.

- iii. The right to take leave applies equally to male and female employees who are eligible.
- iv. Unpaid leave for the purposes of care for a newborn child or a newly placed adopted or foster care child must be taken before the end of the first 12 months following the date of birth or placement.
- v. An expectant mother may take unpaid medical leave upon the birth of the child, or prior to the birth of her child for necessary medical care and if her condition renders her unable to work. Similarly for adoption or foster care, leave may be taken upon the placement of the child or leave may begin prior to the placement if absence from work is required for the placement to proceed.
- vi. An employee may take unpaid leave to care for a parent or spouse of any age who, because of a serious mental or physical condition, is in the hospital or other health care facility. An employee may also take leave to care for a parent or spouse of any age who is unable to care for his or her own basic hygiene, nutritional needs, or safety. Examples include a parent or spouse whose daily living activities are impaired by such conditions as

Alzheimer's disease, stroke, or who is recovering from major surgery, or who is in the final stages of a terminal illness.

- vii. Eligible employees, who are unable to perform the functions of the position held because of a serious health condition, may request up to 12 weeks of unpaid leave. The term serious health condition is intended to cover conditions or illnesses that affect an employee's health to the extent that he or she must be absent from work on a recurring basis or for more than a few days for treatment or recovery.
- viii. Employees requesting medical leave due to their own illness or injury may use any balance of sick leave, annual leave, or floating holidays prior to unpaid leave beginning. The combination of sick leave, annual leave, floating holidays, and unpaid leave may not exceed 12 weeks. Employees requesting family leave may use unpaid leave. **The combination of sick leave, annual leave, floating holidays, and unpaid leave may not exceed 12 weeks, with the requirement that the employee must first exhaust his or her sick leave, then exhaust his or her vacation leave, before using FMLA leave.**
- ix. During periods of unpaid leave, an employee will not accrue any additional seniority or similar employment benefits during the leave period.
- x. If spouses are employed by the same employer and wish to take leave for the care of a new child or sick parent, their aggregate leave is limited to 12 weeks. For example, if the father takes 8 weeks of leave to care for a child, the mother would be entitled to 4 weeks of leave, for a total of 12 weeks of leave.

c. Notification and Scheduling

- i. An eligible employee must provide the employer at least 30 days advance notice of the need for leave for birth, adoption or planned medical treatment, when the need for leave is
- ii. Parents who are awaiting the adoption of a child and are given little notice of the availability of the child may also be exempt from this 30-day notice.

d. Certification

- i. The employer reserves the right to verify an employee's request for family/medical leave.
- ii. If an employee requests leave because of a serious health condition or to care for a family member with a serious health condition, the employer requires that the request be supported by certification issued by the health care provider of the eligible employee or the family member as appropriate. If the employer has reason to question the original certification, the employer may, at the employer's expense, require a second opinion from a different health care provider chosen by the employer. That health care provider may not be employed by the employer on a regular basis. If a resolution of the conflict cannot be resolved by a second opinion, a third opinion may be obtained from another provider and that opinion will be final and binding.
- iii. This certification must contain the date on which the serious health condition began, its probable duration, and appropriate medical facts within the knowledge of the health care provider regarding the condition. The certification must also state the employee's need to care for the son, daughter, spouse, or parent and must include an estimate of the amount of time that the employee is needed to care for the family member.
- iv. Medical certifications given will be treated as confidential and privileged information.
- v. An employee will be required to report periodically to the employer the status and the intention of the employee to return to work.
- vi. Employees who have taken unpaid leave under this policy must furnish the employer with a medical certification from the employee's health care provider that the employee is able to resume work before return is granted.

e. Maintenance of Health and COBRA Benefits During Unpaid Leave Under the Family Medical Leave Act

- i. The employer will maintain health insurance benefits, paid by the employer for the employee, during periods of unpaid leave

without interruption. Any payment for family coverage/s, premiums, or other payroll deductible insurance policies, must be paid by the employee or the benefits may not be continued.

- ii. The employer has the right to recover from the employee all health insurance premiums paid during the unpaid leave if employee elects not to return to work within a reasonable period of time after receiving such notice.

f. The 12-month FMLA Period

The 12-month period during which an employee is entitled to 12 workweeks of FMLA leave is measured forward from the date the employee's first FMLA leave begins. An employee is entitled to 12 weeks of leave during the 12-month period after the leave begins. The next 12-month period will begin the first time the employee requests FMLA leave after the completion of the previous 12-month period.

J. Holidays

Note to Board of Education employees: See Vacation and Holidays policy 5.310 in Appendix III which applies to Board of Education employees.

(1) Observed Holidays - The following holidays will be declared official holidays and employees will be excused from work without charge to leave.

New Year's Day	January 1
Martin Luther King, Jr. Day	3rd Monday in January
President's Day	3rd Monday in February
Good Friday	Friday before Easter
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veterans Day	November 11
Thanksgiving Day	4th Thursday in November
Friday after Thanksgiving	4th Friday in November
Christmas Eve	December 24
Christmas Day	December 25
Employee's Birthday	

(* Employee's birthday holiday must be taken within 30 days before or after the actual Birthday).

When a holiday falls on Saturday, the Friday prior to the holiday is substituted (exception to this is New Year's Day which will be observed on the following Monday). When a holiday falls on Sunday, the Monday following the holiday is substituted. On the occasions when Christmas Day falls on Monday, the Christmas Eve holiday will be observed on Friday preceding Christmas Day. On those occasions when Christmas falls on Saturday, the Christmas Eve holiday will be observed on the Thursday prior to Christmas Day.

(2) Special Pay Provisions - Every effort will be made to allow all employees off on each designated holiday. If it is necessary for an employee to work on a holiday, the employee will be compensated at a rate which is one and one-half times the employee's regular rate of pay for the hours actually worked during the holiday. The employee may elect to receive compensatory time which will be earned at the rate of one and one-half hours for each hour actually worked during the holiday.

(3) If an employee is not scheduled to be on duty during a holiday then the employee shall elect a regularly scheduled work day as that holiday. The day must be taken within 30 days before or after the actual holiday.

(4) To qualify for holiday compensation the employee must work the regularly scheduled day prior to and after the actual holiday. Scheduled vacation or holiday will qualify as a day worked.

III. Procedure for Taking Leave

A. Unpaid Leave

Any employee, at the discretion of the employer, may be granted leave without pay for sufficient reason as determined by the employer, so long as such grant to leave is not contrary to other provisions of the policy. Such absence shall not extend for more than one year.

B. How to Request Leave

Employees are required to complete a Request for Leave form (in Appendix II and also available from department heads) before leave is granted. Department heads must give one copy of the completed form to the employee, submit another copy to the Accounting Office* for processing, and retain one copy within the department.

C. Employee Benefits during Leave

During periods of unpaid leave, employees will not accrue sick leave or vacation time. Unless employees want to keep their health insurance in force by paying 100% of the premium during the unpaid leave, the insurance will end on the first day of unpaid leave. Employees who intend to maintain their health insurance coverage during periods of unpaid leave must contact their accounting office* for instructions on payment of the premiums.

*Office of Accounts and Budgets for Lawrence County Government employees or Board of Education central office for Board of Education employees.

D. Unexcused Absence from Work

Employees who do not report for work without following the leave procedures contained herein for more than two days within a 12-month period will be considered to have voluntarily quit his or her job and will no longer be an employee of Lawrence County.

IV. Wage and Hour Policies

Note to Board of Education employees: See Compensation Guides 5.113 in Appendix III which applies to all Board of Education employees.

A. Definition of Work Week

An employee will be paid a regular salary which covers all hours worked up to 40 hours during each work week. The work week will begin at 12:00 A.M. on Monday and end at 11:59 P.M. on Sunday.

NOTE: THE AMBULANCE SERVICE AND SHERIFF'S DEPARTMENT WORK WEEK WILL BE DIFFERENT FROM OTHER DEPARTMENTS.

The Ambulance Service work period will start at 7:00 A.M. on Friday and end at 6:59 A.M. Friday the following week.

The Sheriff's Department work period will start at 6:00 A.M. on Saturday and end two weeks (14 days) later at 5:59 A.M. on Saturday.

B. Overtime/Compensatory Time

(1) Overtime/Compensatory Time - All employees shall be paid overtime or given compensatory time (subject to allowable limits) for all hours worked in excess of 40 hours during the work week. No overtime or compensatory time will be earned until the

employee has worked on the job over 40 hours during the work period, with approval of the employees' supervisor. Overtime worked through Sunday prior to the regular pay day will be paid on the next regular pay day.

(2) Overtime Rate - Hourly rate employees who work overtime will receive overtime pay at the rate of time and one-half their regular pay. For non-exempt salaried employees, the employee's annual salary divided by 52 weeks determines the weekly salary. The weekly salary is then divided by the number of hours in a normal work week to determine the regular hourly rate of pay. That rate will then be multiplied by one and one-half to determine the overtime rate of pay. The overtime rate for both hourly and salaried employees applies only to those hours worked over 40 during a week. For salaried employees, no additional compensation will be paid for hours worked under 40. For hourly rate employees, the overtime rate will apply to hours worked over 40 and the regular rate will apply to hours worked under 40.

(3) Compensatory Time - Employees who work in excess of 40 hours during a work week may elect to accept compensatory time instead of overtime. This election may be made by completing the Request for Leave form and the Compensatory Time Agreement found in Appendix II, and turning the completed forms in to his or her department head.

An employee cannot accrue more than 240 hours of compensatory time (an exception to this maximum is for the Public Safety officers, who may accrue up to 480 hours of compensatory time). Any employee who has accumulated the maximum hours of compensatory time shall be paid for any additional overtime that is worked. The use of compensatory time is subject to approval by the employer. Such approval will not be denied unless undue disruption to the office or department will occur. Request for compensatory time shall be in writing on the Request for Leave form and the Compensatory Time Agreement and in advance of taking the compensatory time.

C. Record keeping

Employees shall work schedules as established by the elected official or department head. The employee is responsible for completing the Request for Leave form in a timely manner before leave is taken. Leave is granted at the discretion of the elected official or department head under whom the employee works.

V. Non-Discrimination and Sexual Harassment Policies

A. Non-Discrimination-Equal Employment Opportunity

It is the policy of Lawrence County to provide equal employment opportunities to

all individuals regardless of race, color, religion, sex, national origin, age, disability, status as a Vietnam-era veteran or special disabled veteran, or status in any other group protected by law. This policy extends to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. It is the policy of Lawrence County to make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship. Employees or applicants with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the immediate supervisor or department head. If the supervisor is the alleged offender, contact the County Grievance Committee. Employees can raise concerns and make complaints without fear of reprisal and with the assurance of protection from harassment or retaliation. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action up to and including termination of employment.

B. Hiring Practices

Lawrence County does not discriminate in its hiring practices on the basis of race, color, religion, sex, national origin, age, disability, status as a Vietnam-era veteran or special disabled veteran, or status in any other group protected by law. In order to give all interested parties an opportunity to apply for positions as they become open, job openings will be posted in the courthouse or at the Board of Education Central Office on the main bulletin board. Applications for the position will be available either in the Office of Accounts and Budgets or the Board of Education Central Office, depending upon whether the job applied for is with the Lawrence County Government or the Lawrence County Board of Education, along with a description of the job requirements. All qualified applicants are urged to apply. All candidates will be required to take a pre-hire drug test before being employed. Applicants must apply for a specific job opening. Employment applications will not be accepted unless a specific position is open at the time the application is submitted. Applications except for Board of Education positions, which are kept for the duration of the school year are not retained after the position for which the application was submitted has been filled. Anyone applying for a subsequent opening must submit a new application.

C. Unlawful Harassment in the Workplace

Note to Board of Education employees: See Sexual Harassment of Employees 5.503 in Appendix III which applies to Board of Education employees.

It is the policy of Lawrence County to maintain a respectful work and public service environment. Lawrence County prohibits and will not tolerate any form of unlawful harassment by or towards any employee or official on the basis of race, color, religion, sex, national origin, age, disability, status as a Vietnam-era veteran or special

disabled veteran, or status in any other group protected by law. Any employee who engages in such behavior is subject to disciplinary action up to and including termination of employment. Lawrence County does not retaliate against employees who refuse to participate in or remain silent about illegal activities. An illegal activity is defined as an activity which is in violation of the criminal or civil code of the State of Tennessee or the United States. Any employee who believes they are being so asked must report this in the same manner as other alleged discrimination. Any employee who engages in such behavior is subject to disciplinary action up to and including termination of employment.

One particular kind of harassing behavior is sexual harassment. Sexual harassment, which can consist of a wide range of unwanted and unwelcome sexually directed behavior, is defined as:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature when:

1. Submitting to the conduct is made either explicitly or implicitly a term of condition of an individual's employment or for obtaining public services;
OR
2. Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment or public services;
OR
3. Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Neither sexual harassment nor any other form of unlawful conduct will be tolerated in the workplace. Employees are urged to report alleged incidents of unlawful harassment to his or her supervisor promptly.

D. Handicap Discrimination

(1) Policy

It is the policy of Lawrence County to assure equal employment opportunity to persons with disabilities on the basis of qualifications and ability to perform the essential functions of the job. There shall be no discrimination in terms of employment opportunities, wages, hours or work or other conditions of employment or benefits. An individual with a disability is one who has a physical or mental impairment that substantially limits one or more major life activities, a record of such an impairment, or who is regarded as having such impairment.

(2) Application Process

Persons with disabilities are guaranteed the same application process as other applicants. Assistance may be provided when needed, such as the following:

- a. A reader may be provided for completing an application or written examination for qualified applicants who are vision-impaired or functionally illiterate.
- b. Waiver of a driver's license may be requested for qualified applicants who are not allowed to drive.

(3) Physical Limitation

If a physical limitation is determined which prevents an otherwise qualified individual from performing the essential functions of the job, the appointee can still retain the position if reasonable accommodation can be made. The possibility of reasonable accommodation shall be determined by the applicant and the employer. The employee must provide the following information:

- a. Supervisors shall be informed of any restrictions on the duties required for reasonable accommodation.
- b. Safety personnel shall be informed of any possibility of emergency treatment.

(4) Reasonable Accommodation

A department shall make reasonable accommodation to the known physical and mental limitations of an otherwise qualified individual with disabilities. The specific accommodations needed shall be determined jointly by the individual and the employer with technical assistance provided by the ADA Coordinator for Lawrence County (also serving Lawrence County safety director). Reasonable accommodation may include, but shall not be limited to:

- a. making facilities readily accessible to and usable by persons with disabilities, and
- b. Job restructuring, job sharing or modified work schedule, acquisition or modification of equipment or devices and other similar actions.

In determining whether an accommodation would impose an undue hardship on the operation of the department, factors to be considered are:

- a. The overall size of the specific work area or program with respect to the number of employees and budget,
- b. The type of operation, and
- c. The nature and cost of the accommodation needed.

(5) Accessibility

Each department is required to survey their programs and physical facilities to determine if they are accessible to persons with disabilities. If structural problems are found, it is the responsibility of Lawrence County to budget for changes. Non-structural problems requiring some form of reasonable accommodation will be addressed on an individual basis. The ADA Coordinator will provide technical assistance in areas of accessibility related to employment.

E. Discrimination/Harassment Complaint Procedure

Board of Education employees who have a discrimination grievance may proceed under this procedure or under Board of Education policy 5.501, but not under both procedures. Discrimination, including harassment, in the workplace on the basis of race, color, religion, sex, national origin, age, disability, status as a Vietnam-era veteran or special disabled veteran, or status in any other group protected by law is illegal. If an employee believes that he or she has been subjected to illegal discrimination or harassment related to employment with Lawrence County, the employee should report the incident within 20 days of the occurrence to the county official or department head under whose direction the employee works. If the problem is not resolved within a reasonable time, or if for any reason the employee feels uncomfortable reporting the problem to the county official or department head, then the problem should be reported to the county Grievance Committee chairperson. The county Grievance Committee Chairperson or other board member may act as a mediator between the affected employee and the county official or department head under whose direction the employee works to assist them in reaching an acceptable resolution of the problem, but the county Grievance Committee has no legal authorization to make employment decisions on behalf of the county official or department head. In cases of alleged discrimination due to an employee's disability, the employee has the option of reporting the incident or situation to the Grievance Committee or to the ADA Coordinator for Lawrence County who also serves as the Lawrence County Safety Director. No adverse personnel action will be taken against an employee for reporting a bona fide incident of discrimination or harassment or for assisting in the

investigation of a complaint. However, disciplinary action may be taken against any individual providing false information in connection with a complaint. This grievance procedure applies only to an employee's charge of discrimination and does not apply to the discipline or discharge of an employee.

VI. Drug and Alcohol Policy

A. Substance Abuse Policy Statement

Lawrence County is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any Lawrence County employee illegally uses drugs on or off the job, comes to the work under the influence, possesses, distributes or sells drugs in the workplace, or abuses alcohol on the job. Therefore, Lawrence County has established the following policy, pursuant to T.C.A. Section 50-9-100 et. seq.:

- (1) It is a violation of county policy for any employee to use, possess, sell, trade, offer for sale, or offer to buy illegal drugs or otherwise engage in the illegal use of drugs on or off the job.
- (2) It is a violation of county policy for any employee to report to work under the influence of or while possessing in his or her body, blood, or urine, illegal drugs in any detectable amount.
- (3) It is a violation of county policy for any employee to report to work under the influence of or impaired by alcohol.
- (4) It is a violation of county policy for any employee to use prescription drugs illegally, i.e., to use prescription drugs that have not been legally obtained or in a manner or for a purpose other than as prescribed. However, nothing in this policy precludes the appropriate use of legally prescribed medications.
- (5) Violations of this policy are subject to disciplinary action up to and including termination.

It is the responsibility of the county's supervisors to counsel employees whenever they see changes in performance or behavior that suggests an employee has a drug problem. Although it is not the supervisor's job to diagnose personal problems, the supervisor should encourage such employees to seek help and advise them about available resources for getting help. Everyone shares responsibility for maintaining a safe work environment, and co-workers should encourage anyone who has a drug problem to seek help.

The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive and drug-free environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that the illegal use of drugs and the abuse of alcohol are incompatible with employment at Lawrence County.

B. General Procedures

Any employee reporting to work impaired will be deemed unable to perform required duties and will not be allowed to work. If possible, the employee's supervisor will first seek another supervisor's opinion to confirm the employee's status. Next, the supervisor will consult privately with the employee to determine the cause of the observation, including whether substance abuse has occurred. If, in the opinion of the supervisor, the employee is considered impaired, the employee will be sent home or to a medical facility by taxi or other safe transportation alternative - depending on the determination of the observed impairment - and accompanied by the supervisor or another employee if necessary. A drug or alcohol test may be in order. An impaired employee will not be allowed to drive.

C. Opportunity to Contest or Explain Test Results

Employees and applicants who have a positive confirmed drug or alcohol test may explain or contest the result to the medical review officer within five (5) working days after receiving written notification of test result from the medical review officer; if an employee's or job applicant's explanation or challenge is unsatisfactory to the medical review officer, the medical review officer shall report a positive test result back to the company; a person may contest the drug test result pursuant to rules adopted by the Tennessee Department of Labor.

D. Confidentiality

The confidentiality of any information received by the employer through a substance abuse testing program shall be maintained, except as otherwise provided by law.

E. Job Applicant Drug Testing

All job applicants of Lawrence County will undergo testing for substance abuse as a condition of employment. Any applicant with a confirmed positive test result will be denied employment.

Applicants will be required to submit voluntarily to a urinalysis test at a laboratory chosen by the county, and by signing a consent agreement will release this company from liability.

If the physician, official, or lab personnel has reasonable suspicion to believe that the job-applicant has tampered with the specimen, the applicant will not be considered for employment.

Lawrence County will not discriminate against applicants for employment because of past history of drug or alcohol abuse. It is the current illegal use of drugs and/or alcohol, preventing employees from performing their jobs properly, that Lawrence County will not tolerate.

F. Employee Drug Testing

Lawrence County has adopted testing practices to identify employees who illegally use drugs on or off the job or who abuse alcohol on the job. It shall be a condition of employment for all employees to submit to substance abuse testing under the following circumstances:

- (1) When there is reasonable suspicion to believe that an employee is illegally using drugs or abusing alcohol. 'Reasonable suspicion' is based on a belief that an employee is using or has used drugs or alcohol in violation of the employer's policy drawn from a specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inferences may be based upon, but not limited to, the following:
 - a. Observable phenomena while at work such as direct observation of substance abuse or of the physical symptoms or manifestations of being impaired due to substance abuse;
 - b. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance;
 - c. A report of substance abuse provided by a reliable and credible source;
 - d. Evidence that an individual has tampered with any substance abuse test during his or her employment with the current employer;
 - e. Information that an employee has caused or contributed to an accident while at work; or
 - f. Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery, or equipment.

- (2) When employees have caused or contributed an on-the-job injury that resulted in a loss of work-time, which means any time during which an employee stops performing the normal duties of employment and leaves the place of employment to seek care from a licensed medical provider.
- (3) As part of a follow-up program to treatment for drug abuse.
- (4) Routine fitness-for-duty drug or alcohol testing. A covered employer must require an employee to submit to a drug or alcohol test if the test is conducted as a part of a routinely scheduled employee fitness-for-duty medical examination where the examinations are required by: law, regulation, are part of the covered employer's established policy, or one that is scheduled routinely for all members of an employment classification group.

Supervisors who have employees who meet any of the above criteria should request testing on the Request for Employee Alcohol/Drug Testing form found in Appendix III.

G. Alcohol Testing

The consumption or possession of alcoholic beverages on county premises is prohibited. An employee whose normal faculties are impaired due to alcoholic beverages, or whose blood alcohol level tests .10% by weight for non-safety position, or .04% for safety sensitive positions, while on duty/company business shall be guilty of misconduct, and shall be subject to discipline up to and including termination.

H. Refusal to Submit

Failure to submit to a required substance abuse test also is misconduct and also shall be subject to discipline up to and including termination.

I. Important Information for Job Applicants and Employees

When an employee or job applicant submits to a drug and/or alcohol test, they will be given a form by the specimen collector that contains a list of common medications and substances which may alter or affect the outcome of a drug or alcohol test. This form will also have a space for the donor to provide any information that he/she considers relevant to the test, including the identification of currently or recently used prescription or non-prescription medication or other relevant information. The information form should be kept by the job applicant or employee for their personal use. If the job applicant or employee has a positive confirmed test result a medical review officer will attempt to contact the individual in order to privately discuss the findings with that person. The job applicant or employee should keep the form as a "reminder" to discuss this information at

that time. The medical review officer will take this information into account when interpreting any positive confirmed test results. The information provided shall be treated as confidential and will not be given to the employer. Employees and job applicants have the right to consult with a medical review officer for technical information regarding prescription and non-prescription medicine.

It is the responsibility of every employee or job applicant to notify the testing laboratory of any administrative or civil action brought pursuant to TCA Section 50-9-100 et. seq., Drug-Free Workplace Programs.

The provisions of this policy are subject to any applicable collective bargaining agreement or contract and include the right of appeal to the applicable court.

Substance abuse testing for job applicants and employees will include a urinalysis screen for the following drugs:

Alcohol: (not required for job applicant testing)

Any "Alcoholic Beverage", all liquid medications containing ethyl alcohol (ethanol). Please read the label for content. For example; Vicks Nyquil™ is 25% (50 proof) ethyl alcohol, Comtrex™ is 20% (40 proof), Contact Severe Cold Formula Night Strength™ is 25% (50 proof), and Listerine™ is 26.9% (54 proof).

Amphetamines: "speed," "uppers," etc.

Cannabinoids: THC, marijuana, hashish, "pot," "grass," "hash," etc.

Cocaine: "coke," "crack," etc.

Phencyclidine: PCP, "angel dust."

Opiates: Narcotics, Heroin, Codeine, Morphine, "smack," "dope," etc.

J. Smoking

Note to Board of Education employees: See Smoke-Free Environment policy 3.201 in Appendix III which applies to all Board of Education employees.

All Lawrence County buildings are smoke-free environments for the health, safety and comfort of employees and all Lawrence Countians served by our government. Those employees who smoke must consult their department heads concerning smoke breaks and designated places for smoking.

VII. Travel Policy

Note to Board of Education employees: See Expenses and Reimbursements policy 2.804 in Appendix III which applies to Board of Education employees.

A. Introduction

As a Lawrence County Government employee, you may be required to travel in order to fulfill your employment duties. This policy has been designed as a guide to help you become familiar with the county's policies and procedures for employment related travel.

Since you are not expected to incur personal expenses while traveling on business for the county, you will be reimbursed for authorized travel expenses. "Authorized Travel" simply means that the employee has obtained authority to travel on county business from the appropriate supervisor or department head and is entitled to reimbursement of travel expenses subject to certain limitations detailed in County Fiscal Policy. (Note: County Fiscal Policy on travel has been reproduced in Section II of these guidelines). The limitations detailed in County Fiscal Policy are monetary amounts established to be consistent with either the State of Tennessee or Federal Internal Revenue Service established guidelines.

B. Receipts Required for Reimbursement of Travel Expenses

Receipts for all expenditures in excess of \$3.50 must be retained by employees and submitted with the Claim for Travel Expenses Form (F-2) found in Appendix II. Receipt requirements do not include taxi fares, tolls, or meals within the allowance. In lieu of receipts for taxi fares and tolls expenditures should be itemized and listed separately on the F-2. County employees must save airline passenger ticket coupons, hotel/motel receipts, and any other receipts for expenditures greater than \$3.50 (including parking fees) in order to support requests for reimbursement.

C. Rental Automobiles

County employees needing ground transportation at their destination may elect to use rental automobiles or taxis. While no separate receipt is required for taxi fares, each fare and destination should be separately identified on the Claim for Travel Expenses Form (F-2). Similar procedures apply for limousine and bus service.

Should employees find it necessary to rent automobiles at their destination, actual rental charges will be reimbursed. Employees should decline the collision damage waiver

insurance provided through rental agencies as this coverage is similar to other benefits provided by the county to its employees. Moreover, personal accident insurance provided by the rental agencies is considered a personal expense and is not reimbursable by the county.

D. Reimbursement for Lodging

The cost of staying at a hotel or motel is reimbursable subject to limitations whenever overnight travel is involved. The lodging reimbursement will be based upon the current IRS allowable per diem lodging rates. Many hotel/motels will accommodate county employees at the "state employee rate" if the employee asks for the discount.

Employees staying at a specially designated conference hotel/motel will be reimbursed for actual costs even if the rates exceed the previously noted limitation. In such cases the individual must document on the Claim for Travel Expenses Form (F-2) that the hotel/motel was designated as the official conference headquarters. When an accommodation is shared with an individual other than a county employee, the actual cost may be allowed if it does not exceed the maximum amount provided in the travel regulations.

E. Reimbursement for Meals

The per diem meal allowances are based on current IRS rates. As previously noted, no receipts are required for claiming meals within the limitations. Whenever the limitations are exceeded because of the cost of an official conference banquet, the excess will be allowed provided a receipt or proper explanation for the banquet charge is submitted with the reimbursement charge.

Breakfast may be claimed for reimbursement if the travel departure time is before 7:00 A.M. or if the return time is after 8:00 A.M. Likewise, lunch may be claimed if the departure time is before 11:00 A.M. or if the return time is after 1:30 P.M. Dinner meals will be reimbursed if the travel originates before 5:00 P.M. or is completed after 6:30 P.M. or if overnight travel is involved.

F. Conference Registration Fees

County employees are sometimes required to pre-register for conferences and workshops. The county will cover the cost of registration fees upon receipt of a properly completed registration form and providing the conference is relevant to the employees duties with the county.

G. Telephone Calls

Expenses incurred as the result of business related long distance telephone calls will be reimbursed provided the Claim for Travel Expenses Form (F-2) details the name and location of party called, the date and nature of business.

H. Use of Private Automobiles for Local Travel

a. General Policy and Mileage Rates

When frequent use of privately owned vehicle for official travel in the surrounding area of the employee's official station is required, the employee may be reimbursed at the current per mile rate. For the purpose of this policy, local travel shall be defined as travel within a twenty-five (25) mile radius of the official station.

Employees using privately owned vehicles for official travel must maintain liability insurance coverage on said automobile.

A properly executed travel authorization is required for the reimbursement of local travel.

b. Documentation for Local Mileage Claimed

Requests for reimbursement must be submitted on the Claim for Travel Expenses Form (F-2) using a daily log including the origin and destination of each trip, odometer mileage, and the purpose of the trip as support maintained. The (F-2) form must be approved by the appropriate department head before reimbursement is made. Reimbursement requests should be submitted no more frequently than once a month. At the end of the fiscal year, such reimbursement requests must be submitted by June 30.

I. Travel Cash Advances

a. General Policy

Cash advances may be obtained under certain circumstances where county travel would impose a financial burden on the people involved.

b. Procedure for Obtaining Cash Advances

A written request signed by the appropriate department head must be received prior to the advance being issued.

c. Reimbursement of Travel Cash Advance

All travel cash advances must be repaid within thirty (30) days after the completion of the travel for which each advance was obtained. If a cash advance is not repaid within thirty (30) days, a deduction may be made from the employee's payroll check. Any person from whom two (2) payroll deductions are made will forfeit future travel cash advance privileges.

J. Conclusion

This travel policy can only be amended by official resolution of the Lawrence County Commission. This policy shall be reviewed for time to time for possible revision.

VIII. Corrective Action

A. Safety Violations and Disciplinary Policy

In order for the county to operate in an orderly and efficient manner, disciplinary (corrective) action must be taken when a violation of policy occurs. These corrective actions will be taken in a positive manner with the intention of improving each employee's level of performance. Certain serious violations can lead to an employee's termination of employment. Other violations may lead to an employee's termination of employment if improvement is not made and repeated offenses occur.

Lawrence County has certain rules and regulations which are considered to be serious problems when violated by an employee. When any one of the following rules is violated, it shall be just cause for termination without prior warning. The following behaviors shall not be interpreted to be an exhaustive list of prohibited conduct.

Serious Offenses

1. Willful damage or gross negligence of county property.
2. Possession of a weapon in or on county property (other than law enforcement officers).
3. Drinking, being intoxicated, or possession of alcoholic beverages on the job or while on county property.
4. Being under the influence or using illegal drugs or possessing or soliciting narcotics while working or on county property.
5. Assaulting or fighting another employee while working.

6. Willful falsification of county records, employment applications, payroll, financial, insurance, etc.
7. Falsifying the time worked records or payroll.
8. Showing willful disrespect or insubordination to supervisors or fellow employees.
9. Stealing from the county or fellow employees. (Any act of theft is also subject to prosecution).
10. Conviction of a felony which occurred while in the employment of the county.
11. Discrimination of any type.
12. Sexual harassment of any type.
13. Stalking as defined by Tennessee Code Annotated §39-17-315.

IX. Nepotism

Within each department to which this policy is applicable, no employees who are relatives shall be placed within the same direct line of supervision whereby one relative is responsible for supervising the job performance or work activities of another relative. Violations occurring as a result of marriage shall be resolved by a transfer within the department, transfer to another department or resignation/termination as may be necessary to eliminate the violation. For the purposes of this policy, relative shall mean parent, stepparent, foster parent, parent-in-law, child, spouse, brother, brother-in-law, foster brother, stepbrother, sister, sister-in-law, foster sister, stepsister, grandparent, son-in-law, daughter-in-law, grandchild, or other family member who resides in the same household.

Employee Acknowledgment Form

By signing this form, I acknowledge that I have received a copy of the personnel policies currently in effect for my office as of this date, and I understand that it is my responsibility to read and comply with the policies. These policies cannot and will not answer every question about my employment with Lawrence County. I understand that I should consult the Lawrence County Safety Director regarding any part of the policy that I do not understand or any questions I may have about my employment with Lawrence County which are not answered in the policies. The current policies will always be on file in the office of the Lawrence County Clerk, and I may examine them there at any time during normal business hours.

The policies are necessarily subject to change, and I acknowledge that revisions may occur from time to time. I understand that all changes to the policies will be filed in the office of the Lawrence County Clerk. Although my employer will usually provide me with a notice of the changes, I understand that changes will apply to me regardless of whether I receive actual notice. I understand that revised information may supercede, modify or eliminate any or all of the policies at any time. All information contained in the policies is subject to applicable state and federal laws, rules and regulations, and I understand that to the extent that any such laws may conflict with any provision of the policies, such laws, rules and regulations will control.

I have entered into my employment relationship with Lawrence County voluntarily, and I acknowledge that there is no specific length of employment and that my employment may be terminated by me or by my employer at will, without cause or prior notice, at any time.

I acknowledge that none of the County's policies may be construed to create a contract of employment or any other legal obligation, express or implied, and that any policy may be amended, revised, supplemented, rescinded or otherwise altered, in whole or in part, at any time, in the sole and absolute discretion of Lawrence County.

Employee's Name (type or print)

Employee's Signature

Date

* Department Heads: Every employee must sign in duplicate. One copy must be given to the employee and the other must be placed in the employee's personnel file.

APPENDIX II

LAWRENCE COUNTY GOVERNMENT REQUEST FOR LEAVE FORM

NAME OF EMPLOYEE: _____

S.S.# NUMBER: _____ DEPARTMENT: _____

THE ABOVE EMPLOYEE IS REQUESTING THE FOLLOWING TYPE LEAVE:

VACATION: _____ NUMBER OF DAYS / HOURS REQUESTED: _____ DAYS _____ HOURS
FROM: _____ TO: _____

COMP TIME: _____ NUMBER OF DAYS / HOURS REQUESTED: _____ DAYS _____ HOURS
FROM _____ TO: _____

(A COMPENSATORY TIME AGREEMENT MUST BE SIGNED AND ON FILE: BEFORE REQUESTING LEAVE)

SICK LEAVE: _____ NUMBER OF DAYS AWAY FROM WORK _____
FROM _____ TO: _____

ON THE JOB INJURY LEAVE: _____ DATE OF INJURY: _____
FROM _____ TO: _____

MATERNITY LEAVE: _____ (NOTE: THIS LEAVE MAY BE WITH OR WITHOUT PAY AT THE
DISCRETION OF THE EMPLOYER)
FROM _____ TO: _____

FAMILY AND MEDICAL LEAVE ACT: _____ DATE START _____ DATE RETURN _____

EMPLOYEE IS ON PAID LEAVE: _____ EMPLOYEE IS ON UNPAID LEAVE: _____

DURING SOME PERIODS OF UNPAID LEAVE, AN EMPLOYEE WILL NOT ACCRUE ANY ADDITIONAL SENIORITY OR SIMILAR EMPLOYMENT BENEFITS DURING THE LEAVE PERIOD (THAT BEING SICK LEAVE AND OR VACATION TIME). THE EMPLOYEE'S INSURANCE WILL END THE DAY THE EMPLOYEE STARTS ON UNPAID LEAVE. IF THE EMPLOYEE WISHES TO KEEP THE INSURANCE IN FORCE THEY SHOULD CONTACT THE PAYROLL DEPARTMENT AND WORK OUT A PAYMENT PLAN WITH THAT DEPARTMENT. THE EMPLOYEE WILL BE REQUIRED TO PAY 100% OF THE INSURANCE PREMIUMS WHILE ON UNPAID LEAVE.

SIGNATURE OF EMPLOYEE

DATE

SIGNATURE OF DEPARTMENT HEAD / SUPERVISOR

DATE

DATE / TIME

LAWRENCE COUNTY PROGRESSIVE DISCIPLINE FORM

EMPLOYEE'S NAME: _____

EMPLOYEE'S S.S. NUMBER _____

DEPARTMENT EMPLOYEE WORKS FOR: _____

IN THE SPACE PROVIDED BELOW GIVE A DETAILED ACCOUNT OF THE ACTION
THE EMPLOYEE HAS TAKEN THAT GAVE CAUSE FOR THIS REPRIMAND.

ON (DATE), _____, (NAME), _____
DID THE FOLLOWING, _____

USE AND ATTACH MORE PAPER IF NEEDED.

LIST BELOW CORRECTIVE ACTION TAKEN

1. ORAL REPRIMAND _____, DATE: _____ TIME: _____
2. WRITTEN REPRIMAND _____, DATE: _____ TIME: _____
3. SUSPENSION _____, DATE: _____ TIME: _____
NUMBER OF DAYS _____
4. DISCHARGE _____, DATE: _____ TIME: _____

SIGNATURE EMPLOYEE

DATE

SIGNATURE DEPARTMENT HEAD

DATE

SIGNATURE WITNESS

DATE

COMPENSATORY TIME AGREEMENT

THE FEDERAL WAGE AND HOUR LAWS REQUIRE A PRIOR AGREEMENT OR UNDERSTANDING BEFORE COMPENSATORY TIME MAY BE GIVEN TO EMPLOYEES IN LIEU OF CASH PAYMENT FOR OVERTIME.

IN ACCORDANCE WITH THE FAIR LABOR STANDARDS ACT, LAWRENCE COUNTY HAS A POLICY OF GRANTING EMPLOYEES COMPENSATORY TIME OFF IN LIEU OF COMPENSATION FOR TIME WORKED IN EXCESS OF (40) HOURS IN A WORK WEEK (OR OTHER PERMISSIBLE SCHEDULES FOR LAW ENFORCEMENT, AMBULANCE SERVICE AND HIGHWAY DEPARTMENT). A COPY OF THIS POLICY IS ON FILE IN THE OFFICE OF THE COUNTY COURT CLERK. I UNDERSTAND THAT COMPENSATORY TIME WILL GRANTED AT TIME AND ONE HALF FOR ALL TIME WORKED IN EXCESS OF (40) HOURS (OR PERMISSIBLE WORK SCHEDULES). I FURTHER UNDERSTAND THAT ACCRUED COMPENSATORY TIME MAY BE USED IN ACCORDANCE WITH COUNTY POLICY AND THE APPLICABLE LAWS, RULES AND REGULATIONS OF THE U.S. DEPARTMENT OF LABOR. I VOLUNTARILY AND KNOWINGLY AGREE TO ACCEPT COMPENSATORY TIME OFF IN LIEU OF CASH COMPENSATION FOR OVERTIME WORK AND TO THE USE OF ACCRUED COMPENSATORY TIME OFF IN ACCORDANCE WITH THE COUNTY'S POLICY AND THE LAWS, RULES AND REGULATIONS OF THE U.S. DEPARTMENT OF LABOR.

EMPLOYEE SIGNATURE

DATE

DEPARTMENT HEAD / SUPERVISOR SIGNATURE

DATE

APPENDIX III